

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Clerk

PAY PLAN/SERIES/LEVEL - NF-0303-1

MAJOR DUTY DESCRIPTION:

Performs routine procedural clerical and administrative support work for a lodging property. Applies a series of prescribed procedures or steps while processing clerical transactions. Assures that the procedures for processing transactions are followed. Typical duties include mailing and filling correspondence; answering the telephone; reporting and recording time and attendance, etc.

QUALIFICATION REQUIREMENTS:

Basic knowledge of office equipment and practices is desirable. Ability to type 40 words per minute for positions that require a qualified typist.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.